

Specs for Storage management system for the Town of Wellfleet

1. Box and re-box records (15x12x10 box with lid) as needed and index those items which need to be retained according to guidelines. Any candidates for microfilm will be identified, and what is “left over” will simply be set aside for destruction by individual departments through Disposition Schedule.
2. Incorporate current acceptable boxes into the new archive system, “as is”, only correcting indexing where necessary.
3. Recording box numbers on a records transfer/request form, and then return a copy of the form to the department.
4. Provide 27 sections of “real” archives shelving for maximum space utilization and ease of finding, 76”high x 42”wide x 30”deep. Each of these sections will be able to hold four adjustable shelves, three with three boxes across/two high/two deep, one with three boxes across/two deep, for a total capacity of 1,020 boxes. Areas of shelving will be decided by the Town.
5. Labor costs to convert the records should include creating new boxes, indexing, incorporating about 114 existing standard size boxes into the new system, transferring all boxes/etc/ to new/existing shelving, and reviewing all boxes for microfilm and destruction candidates.
6. Create a computerized indexing system, a locator record to be included for each box, and any costs for disposal, etc., will be on a “pay as you go” basis.
7. Able to have Town purchase several supply items: (1) 528 15x12x10 boxes; (2) 200 box labels per C (allowing to easily re-use boxes); (3) 8 1/2x11 transfer/request forms “kit”; (4) security tape; (5) computerized indexing system/log (database).
8. Instruction of all staffers on the proper packing and indexing of a box, and prior to a box being placed in storage.
9. Before the conversion is complete, company shall conduct a meeting for the Town of Wellfleet employees in order for the Town to be able to maintain and perpetuate the system.